

**DODGE COUNTY
AUDIT COMMITTEE MEETING
127 E. OAK STREET
COUNTY BOARD ROOM, 4TH FLOOR, ADMINISTRATION BUILDING
JUNEAU, WI 53039
May 5, 2016**

By roll call, members present: Nickel, Adelmeyer, Bennett, Hilbert, and Stousland . Also present was Mary Muskovitz, Administrative Assistant; Julie Kolp, Finance Director; Jim Mielke, County Administrator; Russ Kottke, County Board Chairman; Makenzie Drays, Sr.Accountant, Finance Department

Members absent: None

Meeting called to order at 8:00 a.m. by Supervisor Nickel.

Muskovitz certified the public notice given for this meeting complies with the requirements of Wisconsin's open meetings law.

Committee reorganization:

Glenn Stousland nominated Thomas Nickel committee chairman. Stousland moved and Hilbert seconded that nominations be closed-unanimously electing Thomas Nickel chairman. Motion carried.

Thomas Nickel nominated Dan Hilbert committee vice-chairman. Nickel moved and Stousland seconded that nominations be closed-unanimously electing Dan Hilbert vice-chairman. Motion carried.

Dan Hilbert nominated Glen Stousland committee secretary. Hilbert moved and Nickel seconded that nominations be closed-unanimously electing Stousland secretary. Motion carried.

A discussion of the meeting dates and time took place, together with a conversation on where future meetings held. It was the consensus to have the next meeting in Room 4A and the committee will then decide where to have future meetings. Motion by Hilbert and seconded by Adelmeyer to leave the meeting time at 8:00 am and with the dates as shown on the Tentative Meeting Dates listing. Motion carried.

Public Comment: None

Motion by Hilbert, seconded by Stousland to approve the minutes of April 14, 2016. Motion carried.

Julie Kolp, lead a presentation on the role of the Audit Committee highlighting various topics which were on the hand out presented to the member. She also discussed how she would like to Committee to review US Bank Purchase Cards and also at some later date instituting a General Ledger Balance Sheet account review. Jim Mielke talked about the history behind the use of the Purchase Card and why Dodge County decided to enroll in the program. He also mentioned the fact that Dodge County does receive a rebate quarterly.

Makenzie Drays, presented the Committee with the Department Head spreadsheet of US Bank Purchase Card purchases. Three Department Heads were chosen and documentation of the purchases were shown through the File Director software. It was recommend by the Committee to insert an extra column thereby a date can be entered when the Committee Audits a transaction.

Committee member reports: None

Other Business: None

Motion by Stousland, seconded by Adelmeyer to allow payment of Clearview vouchers Batch #185959 in the sum of \$60,954.32 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Hilbert, seconded by Adelmeyer to approve payment of County Board mileage and expenses on Payroll check dated 04/19/16 for \$2,573.88 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Stousland, seconded by Hilbert to approve payment of Employee Expenses on Payroll check dated 04/22/16 for \$9,225.78 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Hilbert, seconded by Adelmeyer to approve payment of vouchers for US Bank Purchase Card Batch #185311 in the amount of \$304,860.48 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Stousland, seconded by Hilbert to allow payment of vouchers in Batch #185885 for \$107,980.85 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Stousland, seconded by Adelmeyer to allow payment of vouchers in Batch #185136 for \$33,989.04 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

Motion by Stousland, seconded by Hilbert to approve the payment of vouchers totaling \$33,408.93 for Batches #185349, 185417, 185629, & 185755 as shown on the accounts payable listing on file in the Finance Department. Motion carried.

The next regular meeting of the Audit Committee is scheduled for May 19, 2016 at 8:00 a.m. in Room 4A

Motion by Adelmeyer, seconded by Hilbert to adjourn. Motion carried. Meeting adjourned at 9:50 a.m.

Respectfully submitted,


Secretary
Glenn Stousland

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.